




Vacancy Announcement

DATE OPENED: February 18, 2014

POSITION:	Project Coordinator (30 hours per week with full benefits package) (Work authorization and/or visa sponsorship is not available for this position.)
DEPARTMENT:	Administration and Finance
SALARY:	Commensurate with qualifications. Excellent benefits package.
DATES:	Review of applications will begin March 4, 2014 and will continue until the position is filled
STARTING DATE:	As soon as possible after March 4, 2014
QUALIFICATIONS:	<p>Required:</p> <ul style="list-style-type: none">• Associate's degree or work related experience• Ability to work with specialty software (Ion Wave) to create database entries• Good written and verbal communication skills• Ability to read and understand written contracts• Ability to maintain confidentiality• Successful background records check <p>Preferred:</p> <ul style="list-style-type: none">• Bachelor's degree• Experience working with contracts
RESPONSIBILITIES:	<p>Responsibilities include but may not be limited to:</p> <ul style="list-style-type: none">• Assists Vice President of Administration & Finance gathering, compiling and entering contracts and purchase order information into the State database• Monitoring contracts, amendments and maintaining the database• Entering purchase orders into SAP software• Resolve problems of significant impact using accuracy and attention to detail• Performs a variety of professional, administrative and other duties as assigned
APPLICATION PROCEDURE:	Apply for this job online at http://www.csc.edu/hr/jobs/ , click on Professional Staff, and then click on the green checkmark  below "Apply for Vacancy" next to the position title. Required application materials include the Chadron State College Employment Application form, cover letter, resume, and transcripts. Applicants can attach and submit their cover letter, resume, and transcripts within the online CSC Employment Application form. Questions regarding the application process can be directed to hr@csc.edu or 308-432-6224. Work authorization and/or visa sponsorship is not available for this position.
GENERAL INFORMATION:	Chadron State College is a small, rural four-year public college located in the scenic Pine Ridge of northwestern Nebraska and is a member of the Nebraska State College System. CSC offers undergraduate and graduate degrees to its approximately 3000 enrolled students and is accredited by the Higher Learning Commission of the North

**ADDITIONAL
INFORMATION:**

Central Association of Colleges and Schools. CSC is located within 90 miles of Rapid City, SD and 300 miles of Denver, CO.

This position is covered by the NSCPA negotiated agreement. Please refer to our website (www.csc.edu/hr) for more information about Chadron State College.

**Applicants who need a reasonable accommodation during the selection process may contact HR at (308) 432-6224 for assistance.
*Successful Background Records Check required as part of employment process.***

Chadron State College is an equal opportunity institution. CSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admissions decisions. The College has designated an individual to coordinate the College's non-discrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to:

Chadron State Human Resources, Title VI, VII, IX Compliance Coordinator

Chadron State College, 1000 Main Street

Chadron, NE 69337

Phone 308.432.6224